

21 March 1946

CENTRAL PLANNING STAFF

PROCEDURE MEMORANDUM NO. 14

SUBJECT: Preparation of Draft Directives

The preparation of draft directives for submission to the Secretary, N.I.A., for approval of the Director of Central Intelligence and the National Intelligence Authority will be prepared as follows:

a. The draft will be typewritten, double-spaced and be written on legal size paper.

b. An original (on plain bond) and five carbon copies (on white onionskin) will be prepared for distribution as follows:

(1) Original and fourth and fifth copies to be submitted to the Secretariat for action.

(2) First copy to be retained in the Office of the Chief, Central Planning Staff, for file.

(3) Second copy for file in the Policy and Review Branch of the Central Planning Staff.

(4) Third copy for file in the Branch of the Central Planning Staff which initiated the draft.

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Captain, USN  
Acting Chief, Central Planning Staff

Distribution:

Secretary, NIA  
Administrative Officer  
Policy and Review  
Intelligence  
Information  
Security  
Support